

INSTRUCTIONS FOR ATTORNEYS

As stated in the OGC Letter of Employment, additional documents from you are required in order for the Deputy General Counsel to complete the attorney qualifying and approval process necessary before issuance of your Final Appointment Package. Please provide the items below within 30 days of your receipt of your Letter of Employment:

- (1) Proof of U.S. Citizenship in the form of a photocopy of any of the following documents: current U.S. Passport, Passport Card, Birth Certificate, Certificate of Naturalization or Certificate of Citizenship.
- (2) A current photocopy of the original official certificate from your bar that states that you are an active member in good standing. If you are a member of more than one bar, please send the same information from each. (Note: OGC reserves the right to request an original certificate at a later date as needed.)
- (3) A current photocopy of the original official statement from your bar/bars that your fitness to practice law and your conduct as an attorney has not been challenged. If either has been challenged, submit an official statement concerning the facts and circumstances including any explanation you may care to submit. (Note: OGC reserves the right to request an original statement at a later date as needed.)
- (4) A signed and dated statement from you: (1) that you understand it is a condition of your employment as a Department of the Navy OGC attorney that you must be an active member in good standing of the bar of the highest court of a State, U.S. Commonwealth, U.S. territory, or the District of Columbia and admitted to practice before a state or federal court; (2) that you are an active member in good standing of the bar of the highest court of a State, U.S. Commonwealth, U.S. territory, or the District of Columbia and admitted to practice before a state or federal court; (3) that you are fully vaccinated against COVID-19, or that you are approved or will submit a request for an exemption for medical or religious reasons; and (4) that all U.S. citizenship, bar, transcript, documents provided by you are either originals or photocopies of original documents. [AT THIS TIME, DO NOT SUBMIT PROOF OF VACCINATION, OR PROOF OF OR REQUESTS FOR EXEMPTION WITH THE OTHER REQUESTED MATERIALS. YOU WILL BE NOTIFIED WHEN AND TO WHOM TO SUBMIT SUCH DOCUMENTATION.]
- (5) An electronic official transcript of your law school record and official statement of your relative standing in your class. (This item is not required if you have been a member of the bar five years or more.)

NOTE: Please provide the requested items within 30 days of receipt of the Letter of Employment.

Please send all required documents electronically to Ms. Monica Miles at monica.l.miles@navy.mil.

Department of the Navy Office of the General Counsel
Attn: Assistant to the Deputy General Counsel (Personnel)
1000 Navy Pentagon, Room 5A532
Washington, DC 20350-1000